

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT													
A. Agency code and subelement, and submitting office number (xx-xx-xxxx) NV-00-2179			B. Standard document number (Org identifier, FY, DOC. Type code/Serial number)			C. Request Status or Process Code (X one)				D. Amendment No.			
						(1) Initial		(2) Resubmission					
						(3) Correction		(4) Cancellation					
<b>Section A – TRAINEE/APPLICANT INFORMATION</b>													
1. Name (Last, First, Middle Initial)			2. 1 <sup>st</sup> 5 letters of last name		3. Social Security Number		4. Ed. Level		5. Continuous Federal Svc a. Years      b. Months				
6. Home Address (Street, City, State and Zip)			7. Phone Numbers (Include area code)			8. Position Title							
			a. Home b. Office			9. Position Level (X one)			10. Pay Plan/Series/Grade/Step (Rank/Mos//or Navy Designator)				
11. Organization Name			(1) Commercial			a. Executive							
			(2) Fax Number			b. Manager							
12. Organization Mailing Address (Include Zip)			13. Organization UIC 39721			c. Supervisory			14. Type of Appointment		15. No. prior non-government training days		
			16. Are you handicapped or disabled? (X one)			Yes		d. Non-Supervisory					
						No		e. Other (Specify)					
<b>Section B – TRAINING COURSE DATA</b>													
17. Course Title													
18. Training Objectives (Benefits to be derived by the Government)						19. Recommended Training Source, School or Facility							
						a. Name							
						b. Mailing Address (Include Zip)							
20. Course Codes						c. Location of training site (if other than 19b)							
a. Purpose		f. Security Clearance		k. Training Program									
b. Type		g. Allocation Status		l. Reason for Selection		21. Course hours (4 digits)		22. Course Identifiers					
c. Source		h. Priority		23. Training Period (YYMMDD)		a. Duty		a. SAID					
d. Special Interest		i. Training Level		a. Start		b. Non-duty		b. Catalog/Course No.					
e. Training Vendor		j. Method of Training		b. Complete		c. TOTAL		c. Offering/TLN					
<b>Section C – COST INFORMATION (costs incurred and billed are not to exceed amount in item 30)</b>													
24. If training does not involve expenditures of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box →													
25. Direct Costs				26. Indirect Costs (For Information only)				27. Accounting Classification					
a. Tuition Costs		a. Travel Cost											
b. Books, material, other costs		b. Per diem/other costs											
c. Total direct costs		c. Total indirect costs											
d. Funding source				28. Labor Costs				29. Signature of Fiscal Officer (Follow local procedure)					
31. Job Order No.													
<b>Section D – APPROVAL/CONCURRENCE/CERTIFICATION</b>													
32. Supervisor: I certify training is job related and nominee meets prerequisites. (If not, attach waiver.)						33. Training Officer: I certify this training meets regulatory requirements.							
a. Typed Name (Last, First, Middle Initial)			b. Phone number (include area code)			a. Typed Name (Last, First, Middle Initial)			b. Phone Number (area code)				
c. Signature & Title			d. Date			c. Signature & Title			d. Date				
						Career Manager							
34. Authorizing Official						35. Course Acceptance (To be completed by school official)							
a. Action (X one) →		(1) Approved		(2) Disapproved		a. Accepted		c. School Official Signature		d. Date			
b. Typed Name (Last, First, Middle Initial)		c. Phone number (include area code) (717) 605-8635				b. Not Accepted							
d. Signature & Title						36. Course Completion (To be completed by school official)							
Director, NCAWPD						e. Date							
						a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. →				b. Actual Completion Date (YYMMDD)			
										c. Grade			
37. Billing Instructions (Identify discount terms % days) Furnish original invoice and 3 copies to: Dept of Navy NCAWPD 5450 Carlisle Pike Mechanicsburg, PA 17050						d. Signature & Title						e. Date	
						38. Certifying Government Official							
						a. I certify that this account is correct and proper for payment in the amount of: \$							
						b. Signature				c. Date Signed			
						d. DSSN Number		e. Check Number		f. Voucher Number			
Training Facility: Invoice should be sent to the office indicated in item 37. Please refer to standard document number given in item B at top of page to assure payment.													

Circle the appropriate copy designator.

Copy 3- VENDOR (REQUEST DOCUMENT)

Copy 4- VENDOR (FINANCE)

Copy 5- VENDOR (AGENCY)

**REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT**

A. Agency code and subelement, and submitting office number (xx-xx-xxxx)	B. Standard document number (Org identifier/FY/Doc./type code/Serial Number)	C. Request Status or Process Code (X one)		D. Amendment No.
		(1) Initial	(2) Resubmission	
		(3) Correction	(4) Cancellation	

**Section A - TRAINEE / APPLICANT INFORMATION**

1. Name (Last, First, Middle Initial)	2. 1st 5 letters of last name	4. Ed. level	5. Continuous Federal Svc a. Years      b. Months	
6. Home Address (Street, City, State and ZIP Code) (optional)	7. Phone Numbers (Include area code)	8. Position Title		
	a. Home b. Office	9. Position Level (X one)		
11. Organization Name	(1) Commercial (2) Auto von	a. Executive b. Manager	10. Pay Plan / Series / Grade / Step (Rank/MOS/AFSC/or Navy Designator)	
12. Organization Mailing Address (Include ZIP)	13. Organization UIC	c. Supervisory	14. Type of Appointment	15. No. Prior non-government training days
	16. Are you handicapped or disabled? (X one)	d. Non-Supervisory		
	Yes No	e. Other (Specify)		

**Section B - TRAINING COURSE DATA**

17. Course Title		19. Recommended Training Source, School or Facility	
18. Training Objectives (Benefits to be derived by the Government)		a. Name	
		b. Mailing address (Include ZIP)	
20. Course Codes		c. Location of training site (If other than 19b)	
a. Purpose	f. Security Clearance	k. Training Program	
b. Type	g. Allocation Status	l. Reason for Selection	
c. Source	h. Priority	23. Training Period (YYMMDD)	
d. Special Interest	i. Training Level	a. Start	
e. Training Vendor	j. Method of Training	b. Complete	
		21. Course hours (4 digits)	22. Course Identifiers
		a. Duty	a. SAID
		b. Non-duty	b. Catalog / Course No.
		c. TOTAL	c. Offering / TLN

**Section C - COST INFORMATION** (Costs incurred and billed are not to exceed amount in item 30.)

24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box			
25. Direct Costs		26. Indirect Costs (For information only)	
a. Tuition cost		a. Travel cost	
b. Books, material, other costs		b. Per diem/other costs	
c. Total direct costs		c. Total indirect costs	
d. Funding source		28. Labor Costs	
31. Job Order No.		29. Signature of Fiscal Officer (Follow local procedure)	
		30. Total of Direct & Indirect Costs	

**Section D - APPROVAL / CONCURRENCE / CERTIFICATION**

32. Supervisor: I certify training is job related and nominee meets prerequisites. (If not, attach waiver.)		33. Training Officer: I certify this training meets regulatory requirements.	
a. Typed Name (Last, First, Middle Initial)	b. Phone number (Include area code)	a. Typed Name (Last, First, Middle Initial)	b. Phone number (Include area code)
c. Signature & Title	d. Date	c. Signature & Title	d. Date
34. Authorizing Official		35. Course Acceptance (To be completed by school official)	
a. Action (X one)	(1) Approved      (2) Disapproved	a. Accepted	c. School Official Signature
b. Typed Name (Last, First, Middle Initial)	c. Phone number (Include area code)	b. Not Accepted	d. Date
d. Signature & Title	e. Date	36. Course Completion (To be completed by school official)	
37. Billing Instructions (Identify discount terms Furnish original invoice and 3 copies to:      %      days.)		a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo.	b. Actual Completion Date (YYMMDD)
		d. Signature & Title	c. Grade
		e. Date	
38. Certifying Government Official			
a. I certify that this account is correct and proper for payment in the amount of:      \$			
b. Signature		c. Date Signed	
d. DSSN Number	e. Check Number	f. Voucher Number	

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT							
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			(3) Correction				(4) Cancellation

## Section A - TRAINEE / APPLICANT INFORMATION

1. Name (Last, First, Middle Initial)	2. 1st 5 letters of last name	3. Social Security Number	4. Ed. level	5. Continuous Federal Svc	
				a. Years	b. Months
6. Home Address (Street, City, State and ZIP Code) (optional)	7. Phone Numbers (Include area code)		8. Position Title		
	a. Home				
11. Organization Name	b. Office		9. Position Level (X one)		10. Pay Plan / Series / Grade / Step (Rank/MOS/AFSC/or Navy Designator)
	(1) Commercial			a. Executive	
12. Organization Mailing Address (Include ZIP)	(2) Autovon			b. Manager	
	13. Organization UIC			c. Supervisory	14. Type of Appointment
	16. Are you handicapped or disabled? (X one)		Yes	d. Non-Supervisory	
			No	e. Other (Specify)	

## Section B - TRAINING COURSE DATA

17. Course Title									
18. Training Objectives <i>(Benefits to be derived by the Government)</i>						19. Recommended Training Source, School or Facility			
						a. Name			
						b. Mailing address <i>(Include ZIP)</i>			
20. Course Codes						c. Location of training site <i>(If other than 19b)</i>			
a. Purpose		f. Security Clearance		k. Training Program					
b. Type		g. Allocation Status		l. Reason for Selection		21. Course hours <i>(4 digits)</i>		22. Course Identifiers	
c. Source		h. Priority		23. Training Period <i>(YYMMDD)</i>		a. Duty		a. SAID	
d. Special Interest		i. Training Level		a. Start		b. Non-duty		b. Catalog / Course No.	
e. Training Vendor		j. Method of Training		b. Complete		c. TOTAL		c. Offering / TLN	

## Section H - EVALUATION

Part I (To be completed by trainee)	
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48. Was course completed? (X one)		49. Actual course dates		50. Actual course hours		51. Academic grade/score
<input type="checkbox"/>	a. Yes	a. Commenced (YYMMDD)	b. Completed (YYMMDD)	a. Duty	b. Non-duty	
<input type="checkbox"/>	b. No (Return this form with a memo explaining circumstances)					
52. Were all sessions attended? (X one)						
<input type="checkbox"/>	a. Yes					
<input type="checkbox"/>	b. No (Explain)					

AREAS OF EVALUATION				RATING		
<i>X appropriate column to indicate your evaluation of items 53 through 64. Do not attempt to split a rating.</i>				A	B	C
53. Stated objective accomplished	A = Yes	B = Partially	C = No			
54. Coverage of subject matter	A = Excellent	B = Sufficient	C = Poor			
55. Organization of subject matter	A = Well Organized	B = Adequate	C = Poorly organized			
56. Suitability of instructional materials	A = Excellent	B = Adequate	C = Poor			
57. Level of difficulty	A = Too advanced	B = Appropriate	C = Too elementary			
58. Length of course	A = Too long	B = Appropriate	C = Too short			
59. Amount of outside or evening work	A = Too much	B = Appropriate	C = Insufficient			
60. Effectiveness of instructors	A = Excellent	B = Good	C = Poor			
61. Applicability of subject matter to the job	A = Significant	B = Adequate	C = Insignificant			
62. Facilities	A = Excellent	B = Good	C = Poor			
63. Recommendation to colleagues	A = Highly Recommended	B = Recommended	C = Not recommended			
64. Meet career development plans	A = Yes	B = No	C = Not applicable			

**PRIVACY ACT STATEMENT**

**AUTHORITY:** The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).

**PURPOSE AND USE:** The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; it also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

**DISCLOSURE:** Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

**SECTION E - TRAINEE AGREEMENT / CERTIFICATION**

**38. AGREEMENT TO CONTINUE IN SERVICE**

*This agreement applies to all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.*

- a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)
- b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)
- c. If I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.
- d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

	(1) From (Enter date (YYMMDD))	(2) To (Enter date (YYMMDD))
f. Period of obligated service:		

**39.** I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.

a. TRAINEE SIGNATURE	b. DATE SIGNED

## INSTRUCTIONS FOR TRAINING VENDOR

(Copies 3, 4, 5)

**Copy No. 3** - VENDOR TRAINING REQUEST OR NOMINATION FORM

**Copy No. 4** - This document, when completed, represents the nominating agency's obligation to pay all approved training costs. Amounts are estimated in Section C. Please send all bills to the office indicated in item 37 and refer to number in item B (Standard Document Number) upper right hand corner of form.

**Copy No. 5** - Return this copy to the nominating agency indicated in item 44 after completion of items 40 - 42.

Please contact the Agency Training Officer indicated in item 33 for any additional information.

# BILLING INSTRUCTIONS

Place standard document number (Item B top of form) and appropriation/fund chargeable number (Item 27) on all four copies of invoice: identify discount terms, % and number of days on invoice: mail invoice to address listed in block 37.

## Section F - TRAINING VENDOR

40. Nomination status *(X one)*

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | a. Selected as nominated                               |
| <input type="checkbox"/> | b. Not selected <i>(See remarks)</i>                   |
| <input type="checkbox"/> | c. Selected for alternative dates <i>(See remarks)</i> |

41. First training session

a. Date	b. Time
---------	---------

43. Mailing address of trainee *(Fold where indicated and insert in window envelope.)*

42. Remarks

F  
O  
L  
DF  
O  
L  
D**47. Optional alternate payment procedures (Fill in appropriate items)****a. ADVANCE METHOD**

- (1) Check in the amount of \$ \_\_\_\_\_ payable to the training facility/vendor and covering Section C, Item 25 (insert (a), (b), or (c), as appropriate) \_\_\_\_\_ will be delivered to you for delivery to the training facility/vendor. **"OR"**
- (2) Check in the amount of \$ \_\_\_\_\_ covering Section C, Item 25 (insert (a), (b), or (c), as appropriate) \_\_\_\_\_ will be issued to you. You will obtain a receipt for each expenditure of these funds. The receipt for the check to the training facility/vendor will show the check number. Other receipts will show the item purchased, the amount paid and the vendor's name and address. As soon as feasible after all purchases have been made, you will prepare and forward to *(enter name and address)* \_\_\_\_\_ the signed original and two copies of enclosed Standard Form 1164, together with all receipts and a check or money order payable to *(enter name and address)* \_\_\_\_\_ for the unexpended balance of these DoD funds, if any.

**b. REIMBURSEMENT METHOD**

Payment to you for Section C, item 25 (insert (a), (b), or (c), as appropriate) \_\_\_\_\_ will be made upon presentation of evidence of satisfactory completion of the training assignment and receipt for items related to training paid by you.

**c. Action (X one)****d. Authorizing official**

(1) Approved	(1) Typed Name <i>(Last, First, Middle Initial)</i>	(4) Telephone numbers
	(2) Signature	(a) Commercial
(2) Disapproved	(3) Title	(b) Autovon
		(5) Date signed <i>(YYMMDD)</i>

**Section F - TRAINING VENDOR****40. Nomination status (X one)**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | a. Selected as nominated                               |
| <input type="checkbox"/> | b. Not selected <i>(See remarks)</i>                   |
| <input type="checkbox"/> | c. Selected for alternative dates <i>(See remarks)</i> |

**41. First training session**

- |         |         |
|---------|---------|
| a. Date | b. Time |
|---------|---------|

**44. Mailing address of nominating agency (Fold where indicated and insert in window envelope.)****42. Remarks**

**Section G - FINANCE**

**45. Payment authorized for training**

a. Signature	b. Amount to be paid \$	c. Date
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**46. Record of payment**

a. Signature	b. Amount paid \$	c. Date
--------------	----------------------	---------

d. Remarks

**47. Optional alternate payment procedures (Fill in appropriate items)**

**a. ADVANCE METHOD**

(1) Check in the amount of \$ \_\_\_\_\_ payable to the training facility/vendor and covering Section C, Item 25 (insert (a), (b), or (c), as appropriate) \_\_\_\_\_ will be delivered to you for delivery to the training facility/vendor. **"OR"**

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**b. REIMBURSEMENT METHOD**

Payment to you for Section C, item 25 (insert (a), (b), or (c), as appropriate) \_\_\_\_\_ will be made upon presentation of evidence of satisfactory completion of the training assignment and receipt for items related to training paid by you.

c. Action (X one)		d. Authorizing official	
(1) Approved		(1) Typed Name <i>(Last, First, Middle Initial)</i>	(4) Telephone numbers
		(2) Signature	(a) Commercial
(2) Disapproved		(3) Title	(b) Auto von
			(5) Date signed <i>(YYMMDD)</i>



**Section G - FINANCE**

**45. Payment authorized for training**

a. Signature	b. Amount to be paid \$	c. Date
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**46. Record of payment**

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d. Remarks

**47. Optional alternate payment procedures (Fill in appropriate items)**

**a. ADVANCE METHOD**

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**b. REIMBURSEMENT METHOD**

Payment to you for Section C, item 25 (insert (a), (b), or (c), as appropriate) \_\_\_\_\_ will be made upon presentation of evidence of satisfactory completion of the training assignment and receipt for items related to training paid by you.

c. Action ( <i>X one</i> )		d. Authorizing official	
(1) Approved		(1) Typed Name ( <i>Last, First, Middle Initial</i> )	(4) Telephone numbers
		(2) Signature	(a) Commercial
(2) Disapproved		(3) Title	(b) Auto von
			(5) Date signed ( <i>YYMMDD</i> )

**PRIVACY ACT STATEMENT**

**AUTHORITY:** The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).

**PURPOSE AND USE:** The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; it also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

**DISCLOSURE:** Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

**SECTION E - TRAINEE AGREEMENT / CERTIFICATION**

**38. AGREEMENT TO CONTINUE IN SERVICE**

*This agreement applies to all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.*

- a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)
- b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)
- c. If I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.
- d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

	(1) From (Enter date (YYMMDD))	(2) To (Enter date (YYMMDD))
f. Period of obligated service:		

**39.** I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.

a. TRAINEE SIGNATURE

b. DATE SIGNED

**Section H - EVALUATION - Continued****Part II** *(To be completed by trainee)*

65. Comments on strong points of course

66. Comments on weak points of course

67. What were your objectives in taking this course? Were they met?

68. Do you recommend this program for others? If so, whom?

69. Additional comments

70.a. Signature of trainee

b. Date signed

**Part III** *(To be completed by trainee's immediate supervisor)*71. Have you discussed this course and its application to the job with this employee? *(X one)*

Yes

No

72. Were the objectives of the training achieved?

73. Additional comments

74.a. Signature of supervisor

b. Date signed

**PERSONNEL USE ONLY**

## DD FORM 1556 - REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

PRIVACY ACT STATEMENT

**AUTHORITY:** The Government Employees Training Act of 1958 (USC Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).

**PURPOSE AND USE:** Used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, it also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

**DISCLOSURE:** Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

**GENERAL INSTRUCTIONS**

THIS IS A MULTI-PURPOSE FORM. IT WILL BE USED FOR ALL TRAINING INCIDENTS.  
SPECIFIC GUIDELINES FOR DATA INPUT WILL BE SET BY EACH DOD COMPONENT.  
DATA REQUIRED BY THE OFFICE OF PERSONNEL MANAGEMENT.

**COPY DISTRIBUTION**

<b>Copy 1:</b> File in the training/personnel folder.	<b>Copy 6:</b> Give finance office to authorize payments.
<b>Copy 2:</b> For Agency ADP System.	<b>Copy 7:</b> Give finance office to authorize any separate payments for books, material or other costs.
<b>Copy 3:</b> Give vendor to nominate employee.	<b>Copy 8:</b> Give employee.
<b>Copy 4:</b> Give vendor as the obligation for approved costs.	<b>Copy 9:</b> Use to evaluate training.
<b>Copy 5:</b> Give vendor to return to confirm nomination status.	<b>Copy 10:</b> Keep at originating office.

**COMPLETION INSTRUCTIONS**

**Item A -** May be found in items 33 and 35 of Standard Form 50, "Notification of Personnel Action," when/if required.

**Item B -** Follow DoD component instructions.

**Item C -** Follow local procedures. Normally X beside "initial."

**Item D -** If this is an amendment, enter number.

**Section A - TRAINEE / APPLICANT INFORMATION**

<b>Item 1</b> - Fill in trainee's name. If more than one nominee, list on separate sheet.	<b>Item 11</b> - Enter trainee's organization name.																																
<b>Item 2</b> - Enter first five letters of trainee's last name.	<b>Item 12</b> - Enter trainee's organization mailing address.																																
<b>Item 3</b> - Enter trainee's Social Security number.	<b>Item 13</b> - Enter submitting organization's six digit unit identification code (UIC). <i>(See DoD component instructions.)</i>																																
<b>Item 4</b> - Enter appropriate code for trainee's educational level. <table border="0"> <tbody> <tr> <td><b>00</b> - Not applicable</td> <td><b>11</b> - 3 years of college</td> </tr> <tr> <td><b>01</b> - No formal or some elementary</td> <td><b>12</b> - 4 years of college</td> </tr> <tr> <td><b>02</b> - Elementary graduate</td> <td><b>13</b> - Bachelor Degree</td> </tr> <tr> <td><b>03</b> - Some high school</td> <td><b>14</b> - Post Bachelor</td> </tr> <tr> <td><b>04</b> - High school graduate or certificate of equivalency</td> <td><b>15</b> - 1st Professional</td> </tr> <tr> <td><b>05</b> - Terminal Occupational Program (TOP)</td> <td><b>16</b> - Post 1st Professional</td> </tr> <tr> <td><b>06</b> - TOP Certificate</td> <td><b>17</b> - Master Degree</td> </tr> <tr> <td><b>07</b> - Started college</td> <td><b>18</b> - Post Master</td> </tr> <tr> <td><b>08</b> - 1 year of college</td> <td><b>19</b> - 6th year Degree</td> </tr> <tr> <td><b>09</b> - 2 years of college</td> <td><b>20</b> - Post 6th year</td> </tr> <tr> <td><b>10</b> - Associate Degree</td> <td><b>21</b> - Doctorate Degree</td> </tr> <tr> <td></td> <td><b>22</b> - Post Doctorate</td> </tr> </tbody> </table>	<b>00</b> - Not applicable	<b>11</b> - 3 years of college	<b>01</b> - No formal or some elementary	<b>12</b> - 4 years of college	<b>02</b> - Elementary graduate	<b>13</b> - Bachelor Degree	<b>03</b> - Some high school	<b>14</b> - Post Bachelor	<b>04</b> - High school graduate or certificate of equivalency	<b>15</b> - 1st Professional	<b>05</b> - Terminal Occupational Program (TOP)	<b>16</b> - Post 1st Professional	<b>06</b> - TOP Certificate	<b>17</b> - Master Degree	<b>07</b> - Started college	<b>18</b> - Post Master	<b>08</b> - 1 year of college	<b>19</b> - 6th year Degree	<b>09</b> - 2 years of college	<b>20</b> - Post 6th year	<b>10</b> - Associate Degree	<b>21</b> - Doctorate Degree		<b>22</b> - Post Doctorate	<b>Item 14</b> - Enter appropriate code or abbreviation. <table border="0"> <tbody> <tr> <td><b>CC</b> - Career Conditional</td> <td><b>1</b> - Regular</td> </tr> <tr> <td><b>C</b> - Career</td> <td><b>2</b> - Reserve</td> </tr> <tr> <td><b>T</b> - Temporary</td> <td><b>3</b> - National Guard</td> </tr> <tr> <td><b>E</b> - Excepted</td> <td><b>I</b> - Intermittent</td> </tr> </tbody> </table>	<b>CC</b> - Career Conditional	<b>1</b> - Regular	<b>C</b> - Career	<b>2</b> - Reserve	<b>T</b> - Temporary	<b>3</b> - National Guard	<b>E</b> - Excepted	<b>I</b> - Intermittent
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<b>Item 5</b> - Enter years and months of continuous Federal Government service.	<b>Item 15</b> - To be computed and filled in by the nominating training office.																																
<b>Item 6</b> - Follow local procedures.	<b>Item 16</b> - Self-explanatory																																
<b>Item 7</b> - Follow local procedures.	<b>Section B - TRAINING COURSE DATA</b>																																
<b>Item 8</b> - Self-explanatory.	<b>Item 17, 18, and 19</b> - Self explanatory.																																
<b>Item 9</b> - Self-explanatory.	<b>Item 20 - Course Codes</b> See reverse.																																
<b>Item 10</b> - Self-explanatory.	<b>Item 21</b> - Total hours are determined by multiplying hours attended per week by the number of weeks of the course. Duty and non-duty hours are self-explanatory. Enter one hour or more; round fractions up.																																
	<b>Item 22a</b> - Follow DoD component instruction.																																
	<b>Item 22b</b> - Enter training source catalog/course ID number.																																
	<b>Item 22c</b> - Follow local procedures.																																
	<b>Item 23a &amp; b</b> - Enter in year, month, day sequence the course dates (e.g., June 15, 1977 would be entered as 770615).																																

DD FORM 1556 INSTRUCTIONS *(Continued)*Section B - TRAINING COURSE DATA *(Continued)***Item 20 - COURSE CODES** - Enter appropriate codes from those listed below.**A - PURPOSE**

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1 - Mission or program change   | 6 - Develop unavailable skills    |
| 2 - New technology              | 7 - Trade or craft apprenticeship |
| 3 - New work assignment         | 8 - Orientation                   |
| 4 - Improve present performance | 9 - Adult basic education         |
| 5 - Meet future staffing needs  |                                   |

**B - TYPE**

- |   |                           |
|---|---------------------------|
| 1 - Executive and management                  | 6 - Clerical              |
| 2 - Supervisory                               | 7 - Trade or craft        |
| 3 - Legal, medical, scientific or engineering | 8 - Orientation           |
| 4 - Administration and analysis               | 9 - Adult basic education |
| 5 - Specialty and technical                   |                           |

**C - SOURCE**

- |                     |   |
|---------------------|---|
| A - US Army         | S - Defense Logistics Agency            |
| D - Other DoD       | 2 - Government-Interagency              |
| F - US Air Force    | 3 - Non-Government, designed for agency |
| M - US Marine Corps | 4 - Non-Government - off-shelf          |
| N - US Navy         | 5 - State or local Government           |

**D - SPECIAL INTEREST**

- |                        |                           |                 |
|------------------------|---------------------------|-----------------|
| 0 - No special program | 1 - Executive Development | 2 - Supervision |
|------------------------|---------------------------|-----------------|

**E - TRAINING VENDOR***(Follow DoD component instructions.)***F - SECURITY CLEARANCE OF COURSE**

- |                  |                  |            |                |
|------------------|------------------|------------|----------------|
| U - Unclassified | C - Confidential | S - Secret | T - Top Secret |
|------------------|------------------|------------|----------------|

**G - ALLOCATION STATUS**

- |             |               |                     |
|-------------|---------------|---------------------|
| 1 - Primary | 2 - Alternate | 3 - Space Available |
|-------------|---------------|---------------------|

**H - PRIORITY**

Enter priority 1, 2, or 3 in accordance with DoD Instruction 1400.25-M, chapter 410.

**I - TRAINING LEVEL**

- |                 |                           |                            |
|-----------------|---------------------------|----------------------------|
| 1 - Elementary  | 3 - Vocational/Technical/ | 4 - College, undergraduate |
| 2 - High School | Secretarial/Business/     | 5 - College, graduate      |
|                 | Commercial/Administrative | 6 - College, post graduate |

**J - METHOD OF TRAINING**

- |                                  |                          |
|----------------------------------|--------------------------|
| 1 - On-the-job training (formal) | 6 - Directed study       |
| 2 - Rotation of work assignment  | 7 - Classroom (resident) |
| 3 - Seminar (training)           | 8 - Classroom (on site)  |
| 4 - Conference/meeting/symposium | 9 - Test/Equivalency     |
| 5 - Correspondence               |                          |

**K - TRAINING PROGRAM**

Follow DoD component instructions

**L - REASON FOR SELECTION OF COURSE**

- |  |
|--|
| 1 - Quality of training                    |
| 2 - Most cost effective                    |
| 3 - Unique capability of training source   |
| 4 - Location                               |
| 5 - Not available in Government            |
| 6 - Incidental to procurement of equipment |
| 7 - Timeliness                             |

**Section C - COSTS AND BILLING INFORMATION****Item 24** - X if applicable.**Item 25a & b** - Enter dollars and cents.**Item 25c** - Sum of items 25a & b. *(See Note below)***Item 25d** - Follow DoD component instructions.**Item 26a & b** - Enter dollars and cents.**Item 26c** - Sum of items 26a & b. *(See note below)***Items 27 & 29** - For finance office use. Enter only one accounting classification on each DD 1556.**Items 28 & 31** - Follow local procedures.**Item 30** - Sum of items 25c & 26c.**Note:** - For a group, totals are for all trainees.**Section D - APPROVALS/CONCURRENCE/ CERTIFICATION****Item 33** - To be certified/signed by the official designated CPO Head of Training.**Item 32** - To be certified/signed by supervisor of trainee.**Item 34** - Follow local procedures.**Item 35** - School official complete, sign, date and return copy 5.**Item 36** - If course completed, enter date and grade; if not, return form with explanatory memo to Training Officer identified in item 33.**Items 37 & 38** - Follow local procedures.**Section E - TRAINEE AGREEMENT/CERTIFICATION**  
Reverse of Copy 1The trainee (*applicant*) must read and understand the statements contained in this section. If there are any questions, please contact the nominating activity Training Office.**Item 38f** - To be completed by nominating Training Office.**Item 39** - To be signed and dated by employee nominated for non-government training.**Section F - TRAINING VENDOR**  
Reverse of Copy 3, 4 & 5**Items 40 & 43** - Instructions on reverse of copy 3.**Item 44 - Reverse of Copy 5 - Mailing Address Nominating Agency** - To be filled in by nominating Training Office.**Section G - FINANCE**  
Reverse of Copies 6 & 7**Items 45, 46, or 47** as appropriate, filled in by the nominating activity Training Office.**Section H - EVALUATION**  
Copy 9To be completed by trainee and immediate supervisor after training is completed *(following agency instructions)*.